



Facility Management

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Bismarck, ND 58505

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Effective Date: 2/28/2017
Policy Number: 02-17

SUBJECT: Capitol Complex Recycling

Facility Management encourages recycling.

All acceptable materials should be placed in the blue desk side recycle containers, and all unacceptable material placed in the lined wastebasket.

Accepted Material

- Aluminum food and beverage containers
- Glass food and beverage containers—brown, clear, or green
- Tin/Ferrous (iron) cans
- Plastic bottles, containers, tubs and lids (#1-7)
- Cartons for food and beverage products
- Newsprint
- Magazines
- Catalogs
- Cereal boxes
- Telephone books
- Printer paper
- Copier paper
- Mail
- All other office paper without wax liners (shredded paper should be placed in a *paper* bag and stapled closed)

Special Instructions for Recyclables:

- All containers must be empty (glass, plastic, or metal)
- No food waste in the container
- No paper product containing food waste

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Unacceptable Material

- Polystyrene-foam cups, plates, or packaging
- Syringes or sharps
- Microwave trays
- Mirrors
- Light bulbs
- Ceramics
- Porcelain
- Unnumbered plastic
- Plastic bags
- Coat hangers
- Dry cell or lead acid batteries
- Food Waste

Other Recycle Material Collected

- Batteries, AA, AAA, 9-volt (ground floor vending area west end Legislative)
- Cardboard (flattened, place in elevator lobby for collection)



John Boyle
Director of Facility Management



Date